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## Paper Use in the Copy Center - Operational Control - 01

### A. Significant Environmental Aspect:

Use of paper in the production of reports & documents

### B. Activity group:

Production of reports, documents

**Document Control Code:** EPA-R3-OC-01-00

**Date:** See footer below

### 1. Title: Paper use in the Copy Center - Operational Control

**2. Activities (and corresponding written controls, where applicable):** Employees should use the Copy Center on the third floor for large or multiple copies of documents and for document that need covers or bindings. The Copy Center is staffed by full-time employees to handle requests.

### 3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):

- Employees will complete a Print Request Form for each copy job in the Copy Center.
- The Copy Center staff will not permit one-sided copy jobs, except as described below.
- The Copy Center staff will only permit one sided copy jobs for court hearings and the Department of Justice when they are required and the Facilities Support Specialist concurs with the request.
- The Copy Center Staff will question the need for unusually large copy jobs.
- The Facilities Management Services Group will supply all of the paper used by our office. Paper will be 100 percent recycled with 100 percent post-consumer fiber made by a chlorine free process.

### 4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:

The Facilities Support Specialist will periodically remind Copy Center staff of this OC.

The Copy Center staff will create and maintain two files by month: one for double sided and one for single sided Print Request Forms. To track performance, Facilities will monitor single sided print jobs every month by using the single sided Print Request Form File.

If this OC fails we will investigate and install additional controls and provide retraining as necessary.

### 5. Corresponding Environmental Management Program:

Paper Use Environmental Management Program (EMP) EPA-R3-EMP-01-00

<http://www.epa.gov/region3/ems/EMPs/emp-1.pdf>

### 6.1. Record(s):

Print Request Forms  
Email and other training records

### 6.2. Person Responsible and Record Location:

Single and double sided Print Request Forms will be retained for 1 year at the copy center.  
Records will be retained according to Procedure O. Records Management.  
EMS Coordinator and Training Coordinator

### 7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)

#### 7.1 Title

Facilities Support Specialist

#### 7.2 Responsibility

Responsible for a-d (listed above) and monitoring performance.  
Responsible for ensuring Print Request Form are completed for each copy job and that copy jobs comply with this OC.  
Records will be retained according to Procedure O. Records Management.

<b>Paper Use in the Copy Center - Operational Control - 01</b>
8. Competence of operators on the basis of training, education or experience:
All copy center staff are trained on the policies regarding large and one-sided copy jobs.